



Natick Service Council is an independent, non-profit organization that connects, engages, and collaborates with the community to support Natick neighbors who are experiencing hardship or economic uncertainty by promoting self-sufficiency.

The Joan H. Brack Career Development Center provides a wide range of client-centered employment and career development services for clients of all skill levels, including those who are unemployed, entering the job market for the first time, or considering a career change. This program is open to all Natick residents.

Employment Specialist (Job Coach) -- up to 15 hours week (flexible schedule); \$22/ hour

As an Employment Specialist you will work with people from diverse backgrounds including professional level, industry expertise, age, race, socioeconomic status, disability status and more. For all of these populations you will provide one on one career and job search guidance with the ultimate goal of gainful employment.

Key Responsibilities:

- Interview clients to understand their career goals and provide employment guidance accordingly
- Assess skills and interests to better support their job search
- Educate client about effective job search strategy, resume creation, interview process, job expectations and professionalism
- Assist client with building their personal brand including using on-line profiles such as LinkedIn and Indeed
- Provide job placement assistance to applicable clients
- Collaborate with Case Managers to effectively service clients with career counseling
- Leverage tools such as Pathful (virtual job shadow) and Clifton Strengths
- Conduct research to stay abreast of employment trends both locally and nationally
- Utilize and update Salesforce with Brack Center Client data and status. Run reports as needed

Requirements:

- 3+ years of experience in a career services related role
- Experience with and passion for working with diverse populations
- Ability to establish rapport, build trusting relationships, and guide job seekers with empathy and dignity
- Knowledge of most recent employment search trends

NSC DEI Statement:

At the Natick Service Council, we strive to create and maintain a community in which every member is treated with compassion, dignity, and respect regardless of their background or life circumstances. We work to cultivate an atmosphere that is welcoming and supportive by listening with care and ensuring quality offerings and interactions for all.